

VOLUME I

CHAPTER 8

PROCESSING AND TRANSPORTATION OF REGISTERED MAIL

800. PURPOSE. This chapter, USPS Transportation Handbook, Series T-7, and Part 911, DMM (reference (i)), prescribe policy and procedure for the processing and transportation of registered mail within the MPS. Refer to Volume II of this manual for delivery procedures to units and addressees.

801. GENERAL

1. Accountability. Precise care shall be taken in the receipt, documentation, handling, delivery, and dispatch of registered mail. It shall be afforded the highest security at all times and shall remain under direct and constant surveillance by ☐ilitary postal personnel or be secured properly in an approved safe or other secure area while in custody of the MPS.

2. Transferring Accountability. To ensure accountability, an unbroken chain of receipts shall be maintained for registered mail at all times while in MPS channels. Accountability for registered mail may be transferred to another agency or person on PS Form 3854, "Manifold Registry Dispatch Book," PS Form 3883, "Firm Delivery Book--Registered, Certified, and Numbered Insured Mail;" DD Form 1384, "Transportation Control and Movement Document," DD Form 1385, "Cargo Manifest," or OPNAV Form 5110/9, "Mail Manifest." Dispatching activities may use PS Form 3830-A, "Registry Dispatch Record," when dispatching registered mail in closed-body type vehicles. PS Form 3830-A or PS Form 3854 shall be used with PS Form 2900 and PS Form 3854 shall be used with DD Forms 1372 and 1384 to maintain proper accountability.

3. Classified Material. To maintain proper security, military postal personnel always shall assume official registered mail contains classified material up to and including SECRET.

4. Registry Clerks. Registry clerks include all postal clerks with the responsibility for registered mail.

5. Coded (High Value) Shipments. Coded shipments are registered mailings consisting of one or more pieces transported together whose total value is \$250,000 or more. They shall receive armed protection while in ☐ilitary postal channels. The following actions and rules shall apply when transporting coded shipments:

a. Arrange for armed escorts through the local military law enforcement agency to accompany mailings transported between postal activities.

b. Coordinate with local mailers to ensure high value mailings are not entered into postal channels until necessary security arrangements have been accomplished.

c. Require mailers to erase or otherwise blot out any information on mailings that would indicate its value or that armed protection is necessary.

d. Notify postal personnel at enroute points so they can make arrangements for appropriate security while in their area of responsibility.

e. Do not dispatch shipments to arrive on Saturdays, Sundays, or holidays.

f. Notify the appropriate CONUS terminal managers by telephone, if possible, with followup confirmation by electrical message when dispatching the mailings on CONUS-destined flights. Notification shall be made in enough time to permit terminal managers time to make proper security arrangements before arrival of the aircraft. Information shall include number of pieces, origin, destination, carrier, flight number, date and time of shipment, aircraft compartment location, tail number of aircraft, weight of shipment, and container number or numbers. The CONUS terminal commander shall be notified as expeditiously as possible of any flight delays or cancellation.

g. Treat information regarding coded shipments of registered mail as "For Official Use Only."

6. Distribution of Registered Mail Labels (L 200 A or B). DoD Components and other mailers who frequently mail registered articles may be given a quantity of labels to approximate their annual usage. Additional quantities may be issued as required. The labels are not an accountable item and a record of transfer is not required.

7. Personnel Requirements. Postal personnel who are assigned as registry clerks in AMTs, FMCs, or MPOS shall be U.S. citizen personnel and be eligible for a SECRET clearance (a Favorable Entrance National Agency Check (ENTNAC) or National Agency Check (NAC) is on file). This does not preclude uncleared or non-U.S. citizen personnel from accepting personal registered mail at a finance window.

8. Witnesses. When actions on registered mail require a witness and the postal activity is operated by one clerk, prior arrangements shall be made with a local unit or installation commander to provide such a witness. Under unusual circumstances and only when approved by responsible commanders in writing, the phrase "no witness available" (NWA) maybe used instead of a witness signature.

802. REGISTRY SECTION

1. Designation. Postal activities that handle and store registered mail shall designate a secure area or registry section for this purpose. The registry section for land-based permanent structure MPOs shall be constructed and equipped "properly to provide appropriate security and suitable protection for accountable clerks responsible for the registered mail. The registry section shall be separated from the rest of the work areas by a wire partition extending to the ceiling or with top provided. Refer to Chapter 13, paragraph 1307.11 for more detailed instructions on construction of registry cages. Small land-based MPOs operated by one or two personnel and shipboard MPOS may be exempt from the requirements to construct a separate registry section. Exceptions shall apply where lack of floor space or other physical constraints make it impracticable or impossible.

2. Security of the Registry Cage. The registry cage shall be secured by a three-position changeable combination padlock. Unless staffed at all times, the registry sections shall also be equipped with a safe with a built-in, three-position, dial-type combination lock for the storage of official registered mail. The use of a General Service Administration (GSA) approved, three-position, dial-type combination lock for the storage of official registered mail and the use of a General Service Administration (GSA)-approved, three-position, changeable combination padlock to secure the container is also authorized. To maintain proper "security, the following policies shall be complied with at all times:

a. Containers used for official registered mail may not be used to store postal effects or personal property.

b. During business hours, the container and the registry section shall be secured when not in direct control of registry clerks.

c. After business and during nonduty hours, official registered mail shall be stored in an authorized secure container within the re-registry section, if possible. Oversize pieces shall be secured in the registry cage.

d. Opening and closings of registry safes shall be documented and a security review conducted at the close of registry business each day.

3. Access to Work Areas. Only registry clerks on duty, witnesses, the section supervisor, and personnel authorized to inspect and audit DoD postal facilities are allowed entry to the registry work areas. The on duty registry clerk or clerks shall control access to the area. Operations that run on a shift basis shall provide each shift with a separate 3-position, changeable combination padlock. This will limit access of registry clerks to their specific tour of duty.

4. Recording and Storing Combinations. Combinations to registry sections and containers shall be recorded and stored as described in Chapter 9, paragraph 906.2

5. Handling Procedures. Registered mail shall be accepted, processed and handled in registry sections as follows:

a. Place the registered mail label (L200) above the address and to the right of the return address; the top edge of the label should be flush with the upper edge of the article. If this placement is not possible, the label may be placed anywhere on the address side of the article. The accepting postal clerk shall require the mailer of registered articles with the postage affixed to declare if the mailing contains any official matter pertaining to the U.S. Government, as distinguished from personal matter.. If the mailer declares the contents to be official, the accepting postal clerk shall stamp or print the word "official" directly below the registry number. The mailing shall then be treated as official registered mail.

b. "-Personal items may be accepted as registered mail through the MPO on PS Form 3806, "Receipt for Registered Mail." Prepare the form in duplicate. The full value of the article shall be declared and endorsed on PS Form 3806

in the space provided. The letters "NV" (no value) may not be used in the declared value space on PS Form 3806, unless the article contains papers or written matter on which the customer places no monetary value. Rate the article for postage and fees and other required services and enter amount in the spaces provided on PS Form 3806. Give the original to the customer and file duplicate in numerical sequence. All mail requirements shall be met. The mailer is responsible for the proper packaging and sealing of the item to be registered (see Section 911.3, DMM reference (i)). For withdrawal or recall procedures, see Section 911.39, DMM. If withdrawn or recalled, postage and fees may not be refunded.

c. Volume mailers provided registered mail labels shall prepare PS Form 3877, "Firm Mailing Book," in duplicate. NOTE: Mailers may use special firm mailing bills or forms that contain all necessary postal information instead of PS Form 3877. The mailer shall enter the registration number for each article. The accepting clerk shall check the articles against the entries on the form and complete the form as shown in figure 8-1. The accepting clerk shall keep the original bill and give the duplicate to the mailer. If the mailer insists, the clerk may place an original signature on the duplicate. Treat errors in preparation of PS Form 3877 or substitute forms as follows:

(1) Do not change the registration numbers on the form. If a mistake is made, place a line through the entry, initial it, and start again.

(2) If an error is detected in the numbers after acceptance and the mailer has departed the facility, do not prepare a new form. Explain the error on the bill and correct the information.

d. Postmark letters twice on the back at the crossing of the upper and lower flaps, or if return receipts are used, postmark partially on the receipt and partially on the flaps of the letter. Postmark packages sealed with paper strips across opposite edges of the strips. Use additional postmarks if this would make detecting rifling easier. All seams on the wrapping shall be postmarked if paper strips are not used. When large mailings consist of letters containing written or printed matter of little value, the envelopes may be postmarked once on the back by running them through a canceling machine. Cancel the postage stamp using a rubber or hardwood canceler.

e. If the acceptance window is a separate operation from the registry section, use PS Form 3854 to make transfer to the registry section.

f. A PS Form 3854 or DD Form 2261, "Registered Mail-Balance and Inventory," shall be used to transfer accountability between registry clerks upon change of shifts or when a registry clerk surrenders custody of registered items.

g. If the registry section is operated by only one clerk, it shall close, if feasible, during periods of temporary absences. If closure is not possible, the registry account shall be transferred temporarily to another postal clerk. The transfer shall be accomplished by completing PS Form 3854 in two copies. Number the bills consecutively, starting with number 1 on January each year and retain the original in the book. The clerk being

relieved shall retain the second copy. When the regular clerk returns, the procedure is repeated. A single PS Form 3854 book shall be used for these transfers.

h. At the close of business each day or at each shift change, as applicable, the registry clerk shall conduct a balance and inventory by completing DD Form 2261. The DD Form 2261 shall be retained with backup documentation. In cases involving one person MPOS or postal units operated by only one clerk at locations separated from the postal facility, prior arrangement shall be made with appropriate authorities to provide a verifying official. The verifying official does not have to be a postal clerk. If desired by the MPO supervisor, clerks may retain this documentation in the registry cage until the first balance and inventory is conducted on the first workday of each month. The previous month's DD Form 2261 shall then be transferred to the MPO supervisor or designated representative for file.

i. When completing a "Registered Mail-Balance and Inventory Sheet," entries on DD Form 2261 are self-explanatory. Enter in the "Remarks" section the name of each clerk working in the registry section during the period and comments on significant actions occurring during the period. Correction of errors is not permitted, except in the heading, Part III, and Part IV of the form. Prepare a new form if an error is made. If the number of items on hand exceeds the number of lines in Part IV, use the back of as many forms as needed and staple them together for filing. When a balance cannot be attained, recheck the computations of each entry against the related forms processed during the period. Next, determine that a form is on hand for each transaction performed. If necessary, go back to the previous balance and inventory and begin a crosscheck of the numbers for each transaction since that time. The process of verifying the disposition of each item should identify the article causing the accounting error.

j. If, after performing a recheck, the balance and inventory still show a missing registered item, take the following steps:

(1) Identify the number of the missing item and the source from which it was supposedly received.

(2) If the mailer is served by your activity, notify that person that the article is missing and determine if it may have been returned to the sender accidentally. If the response is negative, contact all units or activities to which articles were dispatched during the period to determine if the items may have been included in a pouch but not listed, or if the item was accepted in error.

(3) Send a letter or electrical message to accountable postmaster or postal officer of dispatch with instruction to notify the sender of the possible loss. In addition, request the following:

(a) The name and address of the sender and addressee.

(b) The contents of the item.

(c) The classification, if official.

(d) Any evidence that the addressee has or has not received the item.

k. Complete supporting documentation for registry transactions shall be maintained at all times. To fulfill this requirement, the following procedures are required:

(1) Retain the PS Forms 3854 and 3883 used in dispatches in the respective books.

(2) File PS Form 3849, used to deliver registered mail, numerically by the last two digits of the accountable mail number.

(3) File duplicate copies of PS Form 3806 in numerical sequence in MPO files.

(4) Retain the following documents with the completed DD Form 2261, in the MPO files:

(a) PS Forms 3877.

(b) Incoming inside bills (PS Form 3854)

(c) Incoming Manifests.

(d) Incoming truck bills.

(e) Evidence of items received from other sources.

(f) Outgoing outside manifests.

(g) Outgoing outside bills (PS Form 3854) (returned by addressees).

803. RECEIPT OF REGISTERED MAIL

1. From a Source Other Than Air Carrier. Immediately upon receipt, the numbered seal of each security container or pouch and registration number of outside pieces (OSPs) shall be verified with those listed on the appropriate documentation that accompanies the registered mail. Report irregularities as shown in paragraph 804. If no irregularities are discovered, complete the following actions:

a. From Individuals. When receipting for registered items on PS Form 3854 from a person, all copies shall be signed by the registry clerk to acknowledge receipt. The receiving postal activity shall maintain the original copy for its records and the duplicate shall be returned, as a receipt, to the person.

b. -From a Sealed, Closed-Body Type Vehicle. When receipting for registered mail from a sealed, closed-body type vehicle, the following Procedures apply:

(1) Sign both copies of the DD Form 1372 or DD Form 1384. Provide one copy to the transporter as a receipt and file the other in postal activities files.

(2) The registry clerk and a witness shall sign all copies of PS Form 3854 to acknowledge receipt. The original copy shall be retained at the receiving activity as a file copy and the duplicate shall be returned to the dispatching activity by first-class USPS indicia mail.

c. At-Sea Transfers. When receipting for registered items during transfers at sea and the circumstances prevent an exchange of receipts, the receiving ship shall acknowledge receipt by message. The normal receipt shall be forwarded as soon as practicable.

2. From An Air Carrier (Commercial or MAC)

a. Loose Pouches and OSPS. Follow procedures outlined in the USPS Transportation Handbook, Series T-7, Part 222 (reference (i)). For MAC aircraft sign the dispatch documents, keep the original, and give a copy to the MAC representative.

b. Containerized Shipment. Examine and test the seal to determine if it is intact. If the seal is intact, check the seal number against the number shown on PS Forms 3830-A or 3854. Complete the dispatch receipt portion of PS Form 3830-A or the duplicate PS Form 3854 and return it promptly to the dispatching unit. Report irregularities as outlined in paragraph 804.

804. REPORTING IRREGULARITIES IN RECEIPT OF REGISTERED MAIL FROM CARRIERS

1. Irregularities in Receipt of Registered Mail from Other Than An Air Carrier

a. If all registered mail listed on the dispatch bill is not received, the dispatching activity shall be contacted immediately to determine if the item was actually dispatched.

b. If not sent, write "not received" opposite the entry on the dispatch bill and the source of the information, annotate the coupon to reflect the shortage, and return it to the dispatching activity.

c. If sent, initiate a postal offense investigation, write "not received" opposite the entry on the dispatch bill, and annotate and return the coupon to the dispatching activity. Retain the pouch, container or jacket, label, and the lock or seal until the discrepancy is explained satisfactorily or other instructions are received.

d. For articles received but not listed on the dispatch bill, enter the article number on the bill with a note of explanation, immediately contact the dispatching activity by phone or message, fill out the coupon with the details of the discrepancy, and return it to the dispatching activity.

e. When the dispatch bill is prepared improperly, make corrections on the bill and return the coupon explaining the discrepancy to the dispatching activity.

f. When registered mail is received erroneously, immediately contact the intended destination by phone or message and inform the originating postal activity of items involved and the plans for dispatch.

2. Irregularities in Receipt of Registered Mail from Air Carriers

a. If a postal activity does not receive all registered mail listed on PS Form 3854, PS Form 3830-A, DD Form 1384, or DD Form 1385, the following actions shall be taken:

(1) Inform the air carrier of the irregularity and allow 24 hours for the carrier to check other stops along its route to locate the missing registered mail.

(2) Contact immediately all military postal activities-at scheduled stops along the carrier route to determine if such mail was unloaded short of its destination or overcarried.

(3) Request the air carrier conduct a search of its terminal facility, including the nonregistered mail holding areas.

(4) Begin monitoring later incoming flights of the air carrier involved, including both all-cargo and passenger flights.

(5) Advise the dispatching activity immediately of all details, including the following:

(a) Flight, date, and time when registered mail should have been received.

(b) Bill and line number from which pouch or OSP was dispatched.

(c) Seal number of registered pouch or registration number of OSP not received.

(d) Seal number affixed to the container, if a piece is missing from a container.

b. If registered mail is not recovered after the above action, report the matter as a postal offense.

c. If dispatched from a U.S. postal activity, the serving JMPA shall be advised if the missing registered item is not located within 24 hours. For missing U.S. outbound registers, the JMPA shall:

(1) Relay the information to the inspector-in-charge requesting verification of dispatch particulars (Subchapter 220, ASM, reference (i)). . .

(2) Forward the information received from the inspector-in-charge to the overseas terminal by message.

(3) When the overseas commander receives information as to the addressee, check with both the addressee and serving MPO to ascertain if items have been received or delivered under abnormal circumstances.

(4) Notify immediately all concerned when a missing item has been located.

d. When registered mail is received erroneously at a terminal, follow procedures outlined in paragraph 804.1.f.

e. If a registered item is received without a PS Form 3830-A or a PS Form 3854 from a U.S. commercial air carrier, the receiving activity immediately shall prepare a substitute with the endorsement "DUPLICATE-ORIGINAL NOT RECEIVED." The completed part B of the substitute PS Form 3830-A or duplicate PS Form 3854 shall be returned to the office of origin to complete its records.

f. When a registered article is found in ordinary ☐ mail, start accountability procedures. Prepare PS Form 3854 in duplicate. Endorse "FOUND IN ORDINARY MAIL AT (location)" on the front of the bill. Forward the duplicate copy of the bill to the office of origin.

g. If the seal is not intact on a containerized shipment or if there appears to be evidence of tampering, immediately call a supervisor to witness further checking of the dispatch. If the seal number shown on the dispatch document agrees with the number on the seal, complete the dispatch receipt to show the exact nature of the irregularity, such as "seal not closed." If the numbers on the seal and the dispatch document do not agree, show the discrepancies on the receipt portion of the form. Record the exact nature of any irregularity on the bill portion of the dispatch document. Promptly send the receipt portion to the dispatching unit. Cut the seal and check the contents in the presence of the supervisor. If there are any irregularities or discrepancies in the contents as billed, report them on the bill coupon to the dispatching office. Both the opening clerk and the supervisor shall sign the bill coupon. If there is evidence of tampering or loss of contents, follow procedures outlined in paragraphs 804.2.a through 804.2.c.

805. PROCESSING INCOMING REGISTERED MAIL

1. Open all registered pouches individually in the presence of a witness. Do not discard the seal and slide label until a check of the contents is completed and no discrepancies are noted.

2. After verifying the contents, the registry clerk and witness shall sign (first initial and last name is sufficient) the manifold dispatch bill (inside bill). Signature of the witness shall be preceded by the notation "WITNESS" or "WIT." At one-clerk locations, when no witness is available, the bill shall be annotated with "NWA" (see paragraph 801.8). Enter a clear impression with the all-purpose dating stamp on the bill to show office and date of receipt.

3. Report discrepancies and irregularities as follows:

a. In cases involving damaged registered mail, if there is no evidence of depredation, repair the article, annotate the wrapper, bill, and coupon "Received in Damaged Condition" and return the coupon to the dispatching activity. When matter is found loose in a sack or pouch and there is only one damaged article, the loose matter, in the absence of evidence to the contrary, may be assumed to relate to the damaged article. Place the loose contents in the damaged article and rewrap and make appropriate annotation on the wrapper. If loose matter is found in a sack or pouch without an envelope or other container, note all particulars on the bill and coupon. Postmark and sign the statement and have it also signed by a witness, if practical. Return the coupon to the dispatching office. If in doubt as to the name and address of the person for whom intended, or the owner, report the facts to the gateway postmaster's chief inspector and hold the matter, pending receipt of instructions. When depredation is suspected, initiate a postal offense investigation, have addressee inventory any contents in an attempt to determine if they are intact, summarize damage on the bill and coupon, return the coupon to the dispatching activity, and process the article according to the instructions received from the investigating agency.

b. If pieces received do not agree with the inside bill, the office sealing the pouch shall be contacted immediately by phone or message. If the pouch originated in CONUS, notify the appropriate JMPA.

c. If the article received is not listed on the bill, follow procedures in paragraph 804.1.d.

d. For bills improperly prepared, follow procedures in paragraph 804.1.e.

e. When a bill is missing, prepare a new bill in duplicate and return the duplicate to the dispatching activity indicated on the slide label. The original dispatching activity then compares the duplicate with its file copy. If the bills agree, they are filed together. If discrepancies exist that cannot be reconciled, notify the receiving activity to follow procedures outlined in paragraph 804.

f. If official registered mail is received in damaged condition and actual or possible compromise of classified information is apparent, report the incident in accordance with security procedures outlined by each Military Service. When only the outer wrapper is damaged and there is no possibility that contents have been disclosed and when personal registered mail is received in damaged condition, rewrap and endorse the envelope or wrapper and the bill "Received in Damaged Condition," postmark, and sign.

g. All discrepancies or irregularities of registered mail indicating evidence of depredation shall be reported in accordance with Chapter 14.

h. When irregularities in the preparation or acceptance of a registered article are detected, notify the accepting post office by PS Form 3826, "Registry Irregularity Report."

806. DISPATCHING REGISTERED MAIL

1. Postal activities that use PS Item 0-817A, "Seal, Car Door, Tin or Electro-Galvanized, Number;" or PS Item 0-817C, "Numbered Tin Band Seal for Registered Mail," shall ensure that they are never placed near doors or service windows, or any other areas accessible to unauthorized personnel. Seals may not be used for other than their intended purpose.

2. Mailbags used to dispatch registered mail shall be secured with PS Item 0-817C and accounted for by the serial number. This number shall be on all bills and manifests.

3. Registered mail may never be dispatched in torn or defective mailbag equipment. Bags used for dispatch of registered mail shall be examined to ensure that such equipment is not torn or otherwise defective. Immediate examination for possible loss or tampering of registered pieces shall be accomplished by a receiving activity when torn or otherwise defective bags are discovered.

4. To preclude handling as ordinary mail, the dispatch of registered articles as OSPS shall be avoided when possible. Every effort shall be made to enclose all parcels in pouches.

5. Prepare registered mail for dispatch as follows:

a. Separate registered mail by destination and then tie letters and flats in bundles. If personal registered mail is dispatched on U.S. commercial passenger flights, separate official mail from personal. All official registered mail shall be dispatched on U.S. commercial all-cargo or military air carrier flights as described in paragraph 807.1.a.

b. When five or more letter-size pieces are to be dispatched to the same location, use Envelope P-390, "USPS Registry Jacket," and stamp or mark the jackets that contain only personal registered mail "PERSONAL" and all others as "OFFICIAL" (figure 8-2).

c. Use a separate book of PS Forms 3854 for registry jackets. Complete the PS Form 3854 in duplicate, showing each registered item to be included in the jacket (figure 8-3). Once completed, the bill shall be signed by the registry clerk. After verifying the contents and entries, the witness shall sign after the annotation "WITNESS" or "WIT." At one-clerk locations, if no witness is available, the bill shall be annotated "NWA" (see paragraph 801.8). Place the original PS Form 3854 inside the jacket with coupon attached and keep the duplicate inside the book. The registry jacket then becomes a registered item to be sacked and listed on the inside manifold dispatch bill for the registered pouch.

d. Use a separate book for inside bills. Prepare the bill for registered pouch as shown in figure 8-4.

e. -In the presence of the witness, the registry clerk shall place the original inside bill, with the return coupon attached, under the first item in a bundle of letters. If there is no letter mail, the original bill with coupon attached shall be placed in a P-9 envelope first and then inside

the pouch with the other items to be dispatched. The duplicate bill shall be retained in the manifold dispatch book. In the presence of the witness, the clerk shall then close and secure the pouch with a numbered tin band seal in the following manner:

(1) Close hasp over the staple and place the P-9 envelope, when used (see paragraph 6.b.), flap end down and wording up, on the staple.

(2) Thread the small plain end of the seal, with the number "down, through the bottom of the staple toward and through a grommet of the pouch .

(3) Bend the seal back and thread the plain end through the head of the seal so the number appears on the outside of the seal.

f. When dispatching registered mail by truck, use a separate book for outside bills. The PS Form 3854, original and two duplicates, shall be completed to reflect each registered pouch and OSP to be dispatched. Follow completion and disposition instructions outlined in paragraph 806.10.

g. All PS Forms 3854 shall be prepared using a ballpoint pen. If an error is made during preparation of the bill, the registry clerk shall draw a single line through the entry, initial it, and begin again on the following line.

h. For personal registered mail to be dispatched on U.S. commercial passenger flights, slide labels shall be stamped or marked "PERSONAL" for pouches containing only personal mail.

i. If it is necessary to dispatch a registered piece as an OSP, affix a completed PS Label 87, "Registered Outside," for surface shipments and PS Labels 136C or 136E for dispatches by air. Place the appropriate label on the address side of the article. Take care not to conceal any portion of the registry number.

6. Dispatch of Registered Mail Directly to U.S. Commercial All-Cargo and Military Air Carriers As Individual Pieces (Pouches, Sacks, or OSPs)

a. Outside Tagging and Labeling. (See the USPS Transportation Handbook, Series T-7, Part 233, reference (i)). In addition to numbering the tags to identify the entire shipment, each tag prepared for MAC and command-owned aircraft dispatches shall reflect the complete transportation control number (TCN) of that shipment (see figure 8-5). The number shall be placed in the "VIA" area of the tag.

b. Documentation (Outside Bill). The dispatching activity shall enclose the original and third copy of the PS Form 3854 (outside bill) and a preaddressed return envelope, in the USPS P-9, "Registry Pouch Bill Envelope," and affix the P-9 to the final pouch. If a pouch is not included in the dispatch, use a USPS P-n, "Outside Mail Registry Bill Envelope," for this purpose. " The duplicate copy of the PS Form 3854 shall be held in the book as a suspense copy until the third copy is returned by the receiving activity. At that time, the third copy shall be filed with the DD Form 2261 that was prepared the day of dispatch and the suspense copy shall be destroyed.

c. Although a separate PS Form 2900 is not required when tendering registered mail direct to U.S. commercial all-cargo air carriers, all registered mail shall be turned over separately at the time of dispatch, allowing the carrier to provide such mail proper security.

7. Procedures for Containerization. (See the USPS Transportation Handbook, Series T-7, Parts 260 thru 262, reference (i)). When using PS Form 3830-A, postal activities shall establish a suspense file using the soft copy (white tissue) for the purpose of matching the receipted copy (Part B of PS Form 3830-A). This copy can be destroyed upon receipt of the hard copy.

8. Documentation for Military Aircraft. Postal activities that dispatch registered mail directly to MAC or command-owned aircraft shall follow procedures outlined in paragraph 806.6a. , and 806.6b. In addition, prepare DD Form 1384, following instructions shown in figure 11-9. Navy and Marine Corps activities may use OPNAV Form 5110/9 instead of the DD Form 1384. NOTE: When DD Form 1384 is used to dispatch registered mail on command-owned aircraft, do not forward through MAC channels for billing.

9. Tendering Mail Direct. When tendering mail direct to another postal activity, PS Form 3854 shall be used to account for each pouch and OSP. In addition, the following procedures shall apply:

a. The receiving postal clerk shall be required to present DD Form 285 before being entrusted with registered mail. He or she shall sign as receiving "POSTMASTER" on the triplicate bill and indicate total number of pieces received in the appropriate space to the left of his or her signature. The triplicate copy shall be retained in the manifold registry dispatch book.

b. The original and duplicate bill shall be given to the responsible clerk for delivery to the receiving postal activity.

c. The registry clerk of the receiving postal activity shall post-mark and receipt for the mail by signing the original and duplicate bill. The duplicate bill shall be given as a receipt to the delivering clerk.

d. The original bill shall be retained with the balance sheet for that particular tour or day.

e. Report discrepancies and irregularities as prescribed by paragraph 804 above.

10. Dispatch by Sealed Closed-Body Type Vehicles. The following procedures are prescribed for dispatch of registered mail by sealed, closed-body type vehicles:

a. Prepare a PS Form 3854 in triplicate (figure 8-5). Indicate the seal number of the truck (PS Item O-817A or C) as "Seal No. ___" on all three copies of the bill. Once completed, the bill shall be signed by the registry clerk.

b. The original and duplicate copy of the bill shall be placed in a P-9 envelope and attached securely to the outside of the last registry pouch . If there are no pouches in the shipment, use a P-n envelope and attach to the last piece in the shipment.

c. The triplicate copy of the bill shall be retained in the dispatch book.

d. Upon receipt of the signed PS Form 3854, file it with the DD Form 2261 that was prepared the day of dispatch and destroy the suspense copy.

11. Tracer Action

a. Dispatching Activities. Whenever registered mail is dispatched on U.S. commercial all cargo and military air carriers, office suspense copies of PS Forms 3854 (Outside Bill) and 3830A will be retained for a period equal to the normal two-way transit time to and from the destination. If, after that period, the signed duplicate PS Form 3854 or 3830A (Part B) has not been returned, take the following action:

(1) Prepare a duplicate copy of the applicable form, mark it "Duplicate--Original Not Received," and forward it to the receiving activity. If the tracer is not returned within the normal two-way transit time by a USPS activity, inform the appropriate JMPA.

b. Receiving Activities. Upon receipt of the applicable form immediately determine if the registered mail was received. If it was, sign the form and return it. If it was not received, follow instructions in paragraphs 804.2.a. , through 804-2.c.

807. TRANSPORTATION OF REGISTERED MAIL

1. Dispatch by Air

a. To maintain proper security, overseas postal activities shall dispatch official registered mail only on designated scheduled, nonstop, all-cargo, U.S. commercial carrier flights. Do not dispatch official registered mail on U.S. or foreign passenger aircraft. When U.S. nonstop, all-cargo flights are not available, MAC or command-owned military aircraft shall be used.

b. To provide more rapid service, overseas activities may dispatch personal registered mail on U.S. commercial passenger flights. If slide labels are not marked "PERSONAL," they shall be dispatched as official registered mail. Note: Registered USPS indicia mail containing cash, stamp requisitions, MOs, and meter remittances may be dispatched as personal mail, when necessary to sustain MPO operations.

c. To maximize security, reduce handling, and speed delivery to final destination, dispatching activities shall containerize registered mail to the greatest extent possible. The following guidelines apply:

(1) Personal registered mail maybe loaded in the same container with first-class and priority mail and dispatched on U.S. commercial passenger flights. However, it is essential that registered mail be clearly separated from other mail in a container; it should be loaded last to allow it to be unloaded first at destination and accounted for. This shall be accomplished by placing a divider between the registered mail and other mail. Registered mail, other than USPS , may not be included in any residue mail that cannot be containerized. Any residual mail after filling the container should consist only of nonregistered mail.

(2) When official registered mail is combined in the same container with first-class and priority mail, it shall be dispatched on flights and by methods described in paragraph 807.1.a. above.

(3) When registered mail is combined for shipment in a container with any other class of mail, the container shall be handled as registered mail and sealed with a tin band seal.

d. JMPAs, in coordination with overseas commanders, shall designate which flights shall carry official registered mail. The designated flights should be those that arrive at the most convenient time for the receiving location as they must be met by assigned U.S. military personnel. Dispatches however, shall be made as frequently as the constraints in paragraph 807.1.a. allow.

e. "Ramp-Watching" shall be conducted by U.S. military personnel at overseas Mail Control Activities (MCAs) to provide proper security during the receipt and dispatch of official registered mail. This means that detailed U.S. military personnel must physically monitor the designated flights. Ramp-watching personnel shall:

(1) Request that air carrier representatives provide information on container positions and numbers that hold registered mail.

(2) Keep the container or loose registered mail within view at all times during unloading operations and until actual receipt and physical custody of the registered mail takes place.

(3) Accept custody of the registered mail from the carriers at the earliest opportunity, preferably at the actual aircraft site.

(4) Keep outgoing registered mail in visual contact during dispatching, loading operations, and until the aircraft is completely closed and taxiing.

(5) Make arrangements with the designated air carriers to ensure they immediately notify the military any time a designated flight diverts, overflies, or returns to the airport of departure for any reason. The dispatching activity immediately shall contact military personnel at the airport to arrange for ramp-watching and to take control of the registered mail, if necessary.

(6) Report any compromises or suspected compromises of registered mail as required by each Military Services security regulations. This is in addition to other carrier irregularities described in Chapter 11, paragraph 1113, and postal offenses and losses outlined in Chapter 14.

2. Dispatch by Truck. When transporting registered mail by truck, the driver must be a U.S. citizen. If a U.S. citizen driver is not available, a U.S. citizen mail guard shall accompany the shipment. Tier loading for enroute delivery is authorized, providing it is placed forward of ordinary mail. Loading to rear of the truck bed is authorized when one or more of the following conditions are met:

- a. Truck doors are secured with bars and an approved locking device.
- b. Registered mail is placed in a container that is secured to the truck.
- c. Registered mail is secured in the truck by use of cargo net or some other means to keep it from falling out of the truck if doors open or latches fail to hold.

3. At Sea Transfers. In accordance with Replenishment at Sea Instructions (NWP 14 series) (reference (g)), registered mail shall be transferred in weighted, nonwatertight bags, whenever feasible, to ensure prompt sinking in case of loss.

E

NAME AND ADDRESS OF SENDER European Ofc for Aerospace R and D FPO NY 09510		Indicate type of mail: <input checked="" type="checkbox"/> Registered <input type="checkbox"/> Insured <input type="checkbox"/> COD <input type="checkbox"/> Certified		Check appropriate block for Registered Mail: <input type="checkbox"/> With Postal Insurance <input checked="" type="checkbox"/> Without Postal Insurance		Affix stamp here if issued as certificate of mailing or for additional copies of this bill.						
POSTMARK AND DATE OF RECEIPT												
Line	Number of Article	Name of Addressee, Street, and Post-Office Address	Postage	Fee	Handling Charge	Art. Value (If Regis.)	Insured Value	Due Sender If C.O.D.	R. R. Fee	S. D. Fee	S. M. Fee	Post. Def. Fee
1	R-1072	Carrier Air Wing 1, FPO NY 09501-4400	5.85	4.40								
2	R-1073	Fleet Air Mediterranean, FPO NY 09521	12.21	5.05								
3	R-1074	Lockheed Georgia Acft Corp APO NY 09286	2.40	4.40								
4	R-1075	US Army Aeronautical Svcs Det, APO NY 09102	18.57	5.05								
5	R-1076	20 TAC Ftr Wg, APO NY 09194-5000	22.81	5.05								
6	R-1077	435 TAC Ftr Wg, APO NY 09057-5000	27.05	5.05								
7	R-1078	31 TAC Ftr Wg, Homestead AFB Fla. 33039-5000	57.85	4.70								
8	R-1079	Elec Svs Div AFSC, Hanscom AFB Ma 01731-5000	2.40	5.05								
9												
10												
11												
12												
13												
14												
15												
Total Number of Pieces Listed by Sender -8-		Total Number of Pieces Received at Post Office -8-		POSTMASTER, PER (Name of receiving employee) <i>Reddie Harris, per</i>		The full declaration of value is required on all domestic and international registered mail. The maximum indemnity payable for nonnegotiable documents under Express Mail document reconstruction insurance is \$50,000 per piece subject to a limit of \$500,000 per occurrence. The maximum indemnity payable on Express Mail merchandise insurance is \$500. The maximum indemnity payable is \$25,000 for Registered Mail, \$500 for COD and \$500 for Insured Mail. Special handling charges apply only to Third- and Fourth-Class parcels. Special delivery service also includes special handling service.						

Figure 8-1. Sample of a Completed PS Form 3877.

U. S. P. S. REGISTERED JACKET

BE SURE TO SEAL PROPERLY AND POSTMARK FLAPLET AFTER SEALING so that the integrity of the postmarking stamp will appear clearly upon the upper and lower flaps of the jacket flap. In special postmark.

CHECK (X) PROMINENTLY APPLICABLE ENDORSEMENT — USE BLUE PENCIL IF AVAILABLE

POSTMARK OF _____

SPECIAL DELIVERY ☐

AIR MAIL.....☐

FRAGILE.....☐

POSTMASTER AT _____

J. No. 47 APD 09057

OFFICIAL

STATE OF _____

APDS

Dispatching Unit

APDS

Dispatching Unit

DO NOT OPEN ON THIS SIDE.

DO NOT OPEN ON THIS SIDE.

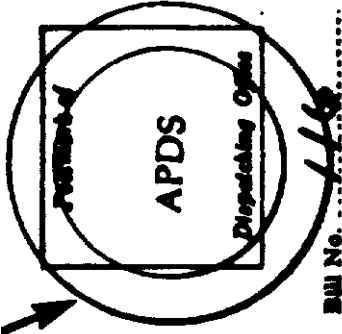
DO NOT OPEN ON THIS SIDE.

Figure 8-2. . Sample of Registered Jacket.

THE JEWEL

8-19

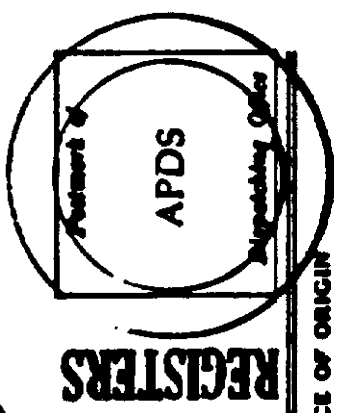
If more than one page is used, include coupon of last page only.



Bill No. 116
 A.M. Rte. & Tr. No.
 Jacket No.
 Lock No.
 Rotary No.
 Seal No. 6819324
 Received articles described on above specified bill from dispatching office named in postmark.
 Remitting Office
 (On back reporting irregularities in dispatching)

Postmark of
 Remitting Office

Serial number of seal used to close the pouch.



Identify the last page of the dispatch with the letter "X".

If more than one page is required, show the same bill number on each page.

Lock No. 116 Rotary No. 116 Jacket No. 116 Central No. 116
 BILL No. 116 Page No. 116 Airmail Seal No. 6819324
 To APD NY 09060
 (P. O. or R. P. O. and Tr. No.)

Reg. No. Jacket No. & Tr. No.	OFFICE OF ORIGIN	Reg. No. Jacket No. & Tr. No.	OFFICE OF ORIGIN
1	APD NY 09132	16	
2	41	17	
3	50	18	
4	112	19	
5	113	20	
6	251	21	
7	252	22	
8	253	23	
9	APD NY 09132	24	
10		25	
11		26	
12		27	
13		28	
14		29	
		30	

POSTMASTER, 41 the
 Client Signature
 POSTMASTER, 41 the
 Client Signature
 A total of 8 articles sent by this dispatch
 A total of 8 articles received in this dispatch
 Postmark of
 Remitting Office

344

If more than one page is used, sign the last page only.

If more than one page is used, list the total on the last page only.

Figure 8-4. Sample of an Inside Manifold Dispatch Bill.

Place the letter "S" before each sealed pouch and the letter "O" before each OSP.

Activities dispatching direct to U.S. carriers shall indicate carrier and flight number.

Serial number of seal used to secure trucks or airline containers.

Show the destination to assist in tracing missing articles.

Lock No. 87 Rotary No. 1X Jacket No. Control No. 6819329

BILL No. 87 Page No. 1X Airmail PAA Seal No. 6819329

To (P O or R P O and Tr. No.)

REGISTERS

OFFICE OF ORIGIN **DISPATCHED** OFFICE OF ORIGIN

Reg. No. Jacket Lock or Seal No.	OFFICE OF ORIGIN	DISPATCHED	OFFICE OF ORIGIN
1 S-6819324	APN 09122	APN 09040	16
2 C-1010225	APN 09022	APN 09022	17
3 S-6819326	APN 09057	APN 09057	18
4 C-1019327	APN 09057	APN 09057	19
5 S-681 28	AL 6607	AL 6607	20
6 O-10365	VA 20310	VA 20310	21
7 O-10367	APN 09132	VA 22331	22
8			23
9			24
10			25
11			26
12			27
13			28
14			29
15			30

POSTMASTER, Clarke's Signature POSTMASTER,

A total of 7 articles sent by this dispatch

A total of articles received in this dispatch

Current Time M. P.

Bill No. 87

A.M. Rte. & Pk. No.

Jacket No.

Lock No.

Rotary No.

Seal No. 6819329

Received 6819329

Articles described on above specified bill from dispatching office named in postmark.

Receiving Clerk.

Postmark of

Receiving Office

Form 3854-Mar. 1973

Figure 8-5. " Sample of a PS Form 3854 as an Outside Manifold Dispatch Bill.